



## Job Announcement

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<b>Opening Date:</b>	January 8, 2015	<b>Closing Date:</b>	January 29, 2015
<b>Job Title:</b>	Administrative Assistant IV	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	001063	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Administrative Office of the Courts, Internal Affairs, Internal Audit Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J09 \$36,913 - \$43,882
		<b>Full Salary Range:</b>	\$36,913 - \$59,830 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Performs highly technical administrative/secretarial work providing support to the Judiciary Internal Audit Director and Department to ensure smooth daily operations; Oversees ongoing, efficient and expeditious office operations; Facilitates general office management; Proofreads and edits correspondence; Maintains and calculates leave and auditing timekeeping records; Serves as HR Liaison; Utilizes the GEARS system to process invoices, submit travel expense reports, create purchase requisitions and request purchase orders; Coordinates travel arrangements for audit staff, including lodging and use of pool vehicles; Handles personnel correspondence for interviews and new employees; Maintains training records and personnel files; Purchases goods, services and reconciles department expenditure activity on a monthly basis; Assists in preparing department budget; Answers incoming calls and forwards calls and/or take messages as appropriate; Receives incoming mail and distributes within department; Identifies high priority items and forwards to Director; Manages petty cash fund; Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Four years of experience providing secretarial, clerical or administrative work involving the use of a personal computer, word processing and spreadsheet software.

**Note:**

- 1) Applicants may substitute an Associate's Degree from an accredited college for two years of the required experience.
- 2) Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

**Skills/Abilities:** Knowledge of basic office management principles and practices. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information. Ability to work with sensitive information and documents and to be able to maintain confidentiality. Ability to pay strong attention to detail in reviewing documents for completeness and accuracy. Ability to create and maintain an office filing system. Ability to analyze records, reports and other business and financial information. Ability to accurately prepare and process a variety of reports, records and documents using standard office equipment and systems such as database, spreadsheet and word processing software. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.